

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF MARCH 22, 2011

Convened: 6:30 p.m.

Present: Andrew Artimovich
Jane Byrne
David Menter
Michael Hubbard

The Board met and reviewed payroll, accounts payable, and signed the register. In the review of the accounts payables, the Board questioned a bill for repairs to the Fire Chief's van. Stevens explained that he was en route to a fire department call when it got damaged. Our insurance has always covered personal vehicles of employees responding to a call; in this case it was less than the deductible. The Board would like Julie to check if our insurance would be less if we didn't offer this coverage. Hubbard questioned if there is any kind of release or form that the call personnel sign which includes information about individual auto insurance. Julie will check with Chief Lemoine.

The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report.

Gil Tuck, Building Inspector, was in with the following permits which the Selectmen approved:

- Construction of a new dwelling at 11 Idyllwood Drive.
- 2 after-the-fact permits for 301 South Road, 1 for a screened porch and the other for the addition of a living room.

The Selectmen reviewed the minutes of the 3/15/11 meeting. Byrne moved the minutes as written. Menter seconded the motion; all voted in favor. The Board reviewed the minutes of the nonpublic meeting held 3/15/11. Byrne made a motion, seconded by Hubbard, to approve the minutes as written. All voted in favor.

The Board reviewed the notes:

- The Board discussed a couple of questions that were raised by Chief Lemoine at last week's meeting regarding the Town Vehicle Policy. Lemoine's concern about passengers in a fire vehicle during a parade is addressed in #6 of the current policy. As far as Lemoine's other concern about family members riding to the hospital, the Board decided they will discuss that further at next week's meeting when Selectman Bryan will be present.
- The Selectmen would like to schedule a department head meeting for early April. At that meeting they will hand out a memo regarding employee files. Julie will draft the memo for the Board's review at next week's meeting.
- The Recreation Commission is asking when the old fire truck will be moved out of their garage. Byrne said the Ladies Auxiliary will take care of it.
- A resident of Rowell Rd East inquired about cutting down a couple of large pine trees that are across the street from her residence. Because it is a Scenic Road, the requirements of RSA 231:158 must be followed. Road Agent Wayne Robinson explained that a few years ago someone from the Cooperative Extension checked those

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trees and determined them to be healthy. Because the trees are a threat to the power lines, the Board asked Robinson to have PSNH take a look at the trees.

- Julie will send out the signed Bell & Flynn contract for road work for this year.
- A2 is out for warranty paint work for at least a week.
- The Fire Dept Open House has been scheduled for May 21 from 1-5. Byrne and Hubbard said they will be attending a Public Officials class that day. The Selectmen would like to ask Lemoine if he could reschedule it if it hasn't already been publicized.
- The Selectmen are in receipt of 3 bids for replacing the furnace at the Grange:
 1. Energy North \$2,686.00
 2. Heat Kits Inc \$3,498.00
 3. Dan Sturtevant \$2,355.00

The Board would like to see the brochure/information for the furnace being proposed by Energy North. Julie will get this information and the Board will discuss it again at next week's meeting.

Emergency Management Director Richard Murphy was in to see the Selectmen about the following:

- He explained that he has been working on the Seabrook Assessment Worksheet for the breakdown of requests they will be submitting for reimbursement. The worksheet must be submitted to the State by March 31st and will require the signature of the Chairman of the Board. Murphy informed the Board that all of the requests from the Seabrook towns are now posted on-line at the NH Emergency Management site. Murphy reviewed the requests with the Selectmen which total \$17,084.80. Menter made a motion, seconded by Byrne, to authorize Artimovich to sign the document. All voted in favor.
- Murphy and Deputy Director Don Tilbe will be reviewing all of the present paperwork. They know the maps will need to be updated with the location of the new fire station and addition of roads in town.
- The Public Assistance list has been updated.
- Murphy said he will be out of town 4/9-4/17.
- Murphy and Board members reviewed with Hubbard how the Emergency Management Department is organized and how things operate in the event of an emergency.

Resident Liz Faria was in to discuss the rental of the Community Center. She explained that she's trying to rent the Community Center for a function and that it is her understanding that Brentwood residents receive a 50% discount. When she called to reserve it she was told that unless it was a birthday party or something the discount is not available. She would like to rent it on 10/22 for a networking group/fair for very local home-based businesses, several from Brentwood. Faria said she does not understand why the discount rate would not be available for her. Artimovich explained that the reason they came up with that policy is that they did not want the Brentwood tax base funding business situations. Faria questioned why the Friends of the Library was allowed to use the Community Center free of charge for their "Gatherings" events. It was explained that the reason was because the proceeds from table rentals were donated to the Library. Recreation Director Margaret Dullea explained that we currently have a business networking group that meets there weekly and is run by a Brentwood resident and they pay the full amount. Faria said the article in the Brentwood Newsletter says if you are a Brentwood resident you can rent the center for \$150, it does not say it must be for private use. Dullea said it

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is stated on the application. Kathy St. Hilaire, member of the recreation commission who was present, suggested that perhaps it needs to be clarified on the application that the discount is available for non-business purposes only. Byrne added that the residents have been told that the Community Center is going to be self-sufficient and if we start giving discounts at every request, that will not be the case. Artimovich said that Faria is before them requesting that her group (the Bag Ladies) be allowed to rent the Community Center at a discounted rate and asked if there is a motion for that. No motion was made. Artimovich asked St. Hilaire to make sure it is clarified in the Brentwood Newsletter, as well as the application, that the resident discount is available for non-business use only.

The Board signed the following documents:

- The MS-2 for submission to the Department of Revenue Administration.
- A motion was made by Artimovich and seconded by Menter to reappoint the following individuals as members of the Conservation Commission: Rob Wofchuck, Heather Dudley-Tatman, Douglas Cowie and Jody Kaufman. All voted in favor.
- Artimovich made a motion, seconded by Menter, to reappoint the following as alternate members of the Conservation Commission: Victor Schmalzer and Reid Bunker. All voted in favor.
- Artimovich made a motion to appoint Howard Cadwell to the Trustees of the Trust Funds for 1 year or until such time as a replacement is found. Menter seconded the motion; all voted in favor.

The Board reviewed a letter that was sent to a member of the Fire Department from the Department of Labor.

The Selectmen discussed a request for a master key for the Fire Department. Artimovich asked that Julie check to make sure we have keys for all other Town buildings, with the exception of the evidence room in the Police Dept. Menter suggested there be a sign out sheet for any keys that are removed from the lock box. Artimovich recommended a "Key Policy" be established. Jane added that perhaps we should segregate building keys from all other keys held in the lock box.

Julie Stevens submitted her resignation from her position as Town Administrator. She said she is giving 1 month's notice with her last day to be 4/22/11. She explained that she not only wanted to allow time for the Board to find a replacement but that the annual audit is scheduled for the week of 4/18 and she wanted to be available for that. Byrne suggested that they post the vacancy in the Brentwood Newsletter and internally. Artimovich also asked that Julie get information from Local Government Center for their recruitment services. Byrne asked that the minutes reflect that the Board accepts the resignation with deep regret.

At 8:37 p.m. a motion was made by Hubbard and seconded by Menter to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens